

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

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September 26, 2003

DALLAS REGION: INFORMATION NOTICE NO. 03-05

TO: DALLAS REGION CENTER DIRECTORS
DALLAS REGION CENTER OPERATORS
CAREER TRANSITION SERVICE PROVIDERS
JOINT ACTION FOR COMMUNITY SERVICE
WOMEN IN COMMUNITY SERVICE
DALLAS REGION OFFICE PROJECT MANAGERS

FROM: JOSÉ M. de OLIVARES
Regional Director
Office of Job Corps

SUBJECT: Removal of Subordinate (Baby) Placement Codes

1. Purpose.
To notify centers that their unused subordinate (baby) codes will be deleted from under their master agency code.
2. Background.
During our September 9, 2003 CTS conference calls, it was decided that all of the center's subordinate (baby) codes would be deleted, except for the Gary Job Corps Center, who uses their codes for management purposes. Since each center retains placement authority of their students, this decision will eliminate confusion as to who the placing agency is.
3. Action.
All students who leave through orderly separation should be placed before separating from the center. The Transition Coordinator will ensure correct information is entered into the SPAMIS. For students who are not placed at the time of separation, the Transition Coordinator will extend an invitation, through CTS, to the student's Former Enrollee Case Manager or Career Advisor, notifying them of the student's arrival to their caseload. This will give permission to the FEM or CA to enter case note and placement information, but the verification and approval of this information will be retained by the TC. In addition, TCs will not utilize the transfer feature in CTS, unless the student is relocating to another region.



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4. Expiration Date.
None

5. Inquiries.
Please direct any inquiries to your respective Project Manager concerning this notice.